



GRAND HAVEN CHARTER TOWNSHIP
Job Description

Position: **FIREFIGHTER / PARAMEDIC**
Department: Fire/Rescue
Reports To: Fire Chief
Status: Regular, Full-Time, Non-Exempt
Pay Grade: Fire Fighter Full-Time
Union: IAFF, Local 4475
Revision: 03/2021
Reviewed: 03/2021

SUMMARY:

Under the general supervision of the Fire Chief and/or the immediate line officer, this position responds to emergency scenes and performs firefighting and emergency medical assistance duties.

ESSENTIAL FUNCTIONS:

- Performs firefighting activities including but not limited to, extinguishing fires, searching burning buildings, rescuing and assisting victims from emergency sites, driving fire apparatus, operating fire pumps and related equipment, advancing line hose, climbing ladders, and using Self Contained Breathing Apparatus (SCBA).
- Assesses fires and other emergency situations; reports conditions to others.
- Performs salvage operations such as evacuating water; removing debris and performing general clean up at the scene.
- Performs emergency medical activities including but not limited to, Advanced Life Support (ALS) and/or Basic Life Support (BLS) assessment and treatment of medical and/or trauma adult and pediatric patients.
- Performs ALS and/or BLS medical procedures in accordance with the employee's Emergency Medical Services licensure and Ottawa County Medical Control protocols.
- Participates in training and maintains acceptable medical and firefighting skill levels; instructs classes as required.
- Directs EMS activities at incident scenes as required.
- Directs personnel with regard to station duties, when command officer is out.
- Enters Fire and EMS data on computer.
- Maintains communication logs of all associated activities.
- Participates in the inspection of buildings, hydrants, and other fire prevention programs.
- Maintains fire equipment, buildings and apparatus, including performing minor repairs to Department properties and clean and test equipment.
- Performs routine housekeeping duties at the fire station.

- Establishes and maintains effective working relationships and communications with others including Township staff, board members, hospital and other emergency personnel, and members of the public.
- Adheres to incident command procedures, S.O.G., and safe working standards.
- Performs other related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS / DESIRABLE QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent.
- Michigan Firefighter Training Council Firefighter I and II.
- Current State of Michigan Licensure as Paramedic, within 12 months of hire.
- Hazardous Materials Awareness and Operations Certification.
- Michigan Firefighter Training Council Emergency Vehicle Driver Training Certification.
- Valid, unrestricted driver's license with satisfactory driving record, as determined by the Township.
- Satisfactory criminal history, as determined by the Township.
- Successful Completion of Physical Agility Test, at the time of job offer.
- Minimum of one (1) year experience in firefighting/rescue work.
- Blue Card Incident Command Certification, within 12 months of hire.
- Michigan Firefighter Training Council Fire Officer I and II, within 24 months of hire.
- Paramedics must have a valid Advanced Cardiac Life Support, Advanced Pediatric Life Support, Pre-Hospital Trauma Life Support, or equivalent certification.

DESIRABLE QUALIFICATIONS:

- Associates Degree in Fire Science or Emergency Medical Service.
- Three (3) years' experience as a Paramedic in a similar system.
- Three (3) years' experience as a Firefighter in a similar system.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate clearly verbally, in writing, and electronically to superior officers and the general public in the form of instructions, presentations, written reports, and training.
- Ability to complete clear, and concise written reports of fires, medical emergencies, and inspections.
- Ability to comprehend and complete tasks based on verbal, written, and electronic directives.
- Ability to direct actions based on training and experience and take appropriate actions to mitigate hazardous situations.
- Ability to establish and maintain effective working relationships with other employees, cooperating agencies, and the general public, including excellent customer services in working with residents and those in need of assistance.
- Possess the ability, knowledge and skill to use, operate and maintain a wide variety of fire fighting equipment and apparatus such as hoses, pumps, hydraulic rescue tools, ladders, small engines, and other fire suppression equipment.

- Possess thorough knowledge of modern firefighting techniques, rescue and emergency medical operations, and have the ability to apply this knowledge to various emergency situations.
- Possess thorough knowledge of the geography, street system, important locations in the Township, physical layout of the Township and location of fire hydrants.
- Possess thorough knowledge of the rules, policies, S.O.G., and procedures of the department and Township.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. The work requires considerable and strenuous physical exertion such as frequent climbing, sitting, standing, stooping, kneeling, crouching, crawling and lifting of persons or objects weighing in excess of 100 pounds, and moving in areas of difficult or dangerous access. Also, this work requires physical mobility, dexterity, and full range of motion; normal sensory abilities including vision, hearing, touch and smell; and, operating emergency vehicles in all weather and lighting conditions is required.

WORK ENVIRONMENT:

The work environment characteristics described are representative, but not limited to, those encountered while performing essential functions of this job classification. While performing the functions of this job, the employee is exposed to: persons experiencing adverse trauma, wet and/or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold or heat, fire, risk of electrical shock, risk of vibration, hazardous materials, and emotional stress. The work environment involves extremely high risks with exposure to potentially life-threatening situations or unusual environmental stress requiring a full range of safety and other precautions.

Acknowledgement:

This job description is for informational purposes only and is not intended to be all-inclusive or limiting relative to specific job duties.

I acknowledge that I have received a copy of this job description and have read and understand the contents.

Employee Printed Name

Date

Employee Signature